



Cornell University
Cooperative Extension
Sullivan County

Cornell Cooperative Extension
Sullivan County
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Board of Directors
July 28, 2015
Minutes

Sonja Hedlund, Janet Threshman, Colleen Monaghan, Tara VanHorn, Donna Willi, Earl Myers, Pam Rourke, Glenn Pontier, Kitty Vetter

Missing: Mike Sakel, Steve Mogel, Dawn Boyes, Ed Moran, Louisa Parker

Meeting called to order at 7:15 pm

Motion to approve the minutes of the May meeting with spelling correction on second page correct spelling of Tompkins County

Motion to approve with changes made by Pam seconded by Janet

All in favor, passed

Correspondence

- Response from letter sent to the USDA regarding federal crop insurance for barley and hops. USDA will revisit next year
- Letter appointing Colleen as officially the Executive Director was received from the University

Legislative Report

- Loss of Rodney Gaebel, not sure what will happen with his position
- Ag District recommendations passed
- CFA Grant applications –
 - o O&W Trail feasibility study will help health of community
 - o River Walk in Livingston Manor – clean up area between back of stores and the river as a walk way to bring in tourists
 - o Media expansion – using key words to the link for Roscoe, NY (fishing, trout, etc.)
- Broadband, trying to improve on the County level to fill in gaps where they don't exist (to improve speed of the internet)
 - o Meetings on improvement are taking place
 - o Survey on line, 1-800 number, or by email
 - o CCE will send an official letter of support to be on record with the commission
 - o General questions about broadband and upgrading were shared
 - o Motion made by Sonja for Colleen to send a letter from the board to the Commission, seconded by Pam, all in favor passed
- County working on projection on where the County will be a year from now
 - o Tax cap may be going down
 - o More properties going off the tax role

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension in Sullivan County is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities. Please contact the Cornell Cooperative Extension Sullivan County office if you have any special needs.

Presidents Report

- County Law 224 Update
 - o Verbiage has been updated to include the five areas of CCE programming – Ag & Food Systems, Environment & Natural Resources, Community & Economic Vitality, Nutrition & Healthy Families and Youth & Family Development
 - o Adds that an Extension may contract with other entities to provide services consistent with the goals of Extension
- Building Update
 - o Roof is completed; we still owe \$38,000
 - o A new heater has been ordered for the Board room and staff lounge as a trial to see how the new system may work and what the costs will be
 - o We are getting bids on the HVAC system as a whole
 - We have 20 individual units and 8 larger building units
 - o We are submitting a CFA application with BOCES on a solar project – Jerry Skoda is working on this with the IDA and an independent grant writer
- MWBE Policy – Minority and Woman-Owned Business Enterprise Policy
 - o Required on many grants
 - o Motion made by Glenn, seconded by Sonja, all in favor, passed
- Conflict of Interest Policy
 - o Recommended by auditors
 - o Each Board member will sign annually
 - o Motion by Sonja, seconded by Kitty, all in favor, passed

Program Committee Report

- Master Gardener Program/Hort Program
 - o We are taking messages for the helpline and staff are returning calls until an educator is hired
 - o Email address is on website
- Vet Science Program
 - o Herd Health program was held
 - o Youth Vet Science series is being held
- Fair
 - o Poultry was banned from all fairs and community events by NYS Ag & Markets due to avian flu outbreak in mid-west. Other options will be provided for youth
- Shooting Sports
 - o Program committee will explore evaluating as part of the 4-H program
 - o Can we fit an adult component in?

Personnel & Finance Report

- Hort/MG Program
 - o A temp hire is filling in – answering calls, tallying volunteer hours, scheduling events
 - o A meeting was held and all MGV were invited
 - o A follow-up letter to the meeting was sent to all MGV regarding transitions
- Financial Update Worksheet
 - o Actual cash standing – 99,864.79
 - o Bills to be paid
 - \$2,500 bills
 - \$38,000+ for roof
 - Cornell bill for June & July - \$93,697.77
 - o Will have to use the line of credit until appropriation is received
 - o Receivables – 12,490,88 (CRC & BCLT)
 - o Nothing is currently borrowed on line of credit

- Six Month Financials
 - o Balance Sheet
 - Current, net assets, fixed assets, liabilities
 - o Statement of Activities
 - Need to invest in staff development
 - o We are staying within our projections. No major course correction is needed at this time
 - o Motion to approve the financial statements as presented made by Glenn, seconded by Janet, all in favor, passed
- Committee has authorized Colleen to fill the positions in the newly awarded grants
- Interviews were held for the ESNY position
- Interviewing this week for the Community Horticulture Program Educator position
- Will have a conference call at the next meeting with Jamie Ferris to discuss cyber insurance

Fundraising

- Direct mail campaign brought in \$3500
- MG plant sale cleared about \$2000
- Were awarded \$1.25 million grant over 5 years from NYS DOH for Creating Healthy Schools and Communities beginning October 1.
 - o Will hire 4 educators to cover Liberty, Monticello and Fallsburg schools and surrounding communities
- Farm to Institution Planning grant from USDA – 1 year, \$35,000: collect and organize data on buyer and producer side – tentative start date October 1st
- We are still waiting on word for four other grants that were applied for
- A second Gala will be held on November 8th
 - o Save the date
 - o We need items for the auction
- New website – 2000 unique users 11,000 hits on pages – 2.5 minutes per visit
- EaT Kitchen
 - o First paying user started in July
 - o 2 on deck to complete licensing process with state
- Legislative Outreach
 - o Colleen has been meeting with Legislators to give a six month update on CCE
 - o Monthly reporting is very helpful and we are keeping everyone in the loop
 - o Next month we will show a video on Extension at the Government Services meeting

Executive Committee

- No Executive Committee meetings were held
- P&F meetings went into Executive Session to discuss personnel issues, no motions were made or passed

Public Comment

- Cindy Coker – 2014 Master Gardener Volunteer
 - Concern regarding future of Master Gardener Volunteer Program
 - o Master Gardener Volunteer time commitment distributed
 - o Master Gardener Volunteer Position Description distributed
 - The program is moving forward

Motion made by Glenn to adjourn at 8:55 pm, seconded by Pam, all in favor, passed

